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CONTINUING EDUCATION DIVISION
SIR GEORGE WILLIAMS CAMPUS
ANNUAL REPORT 1974-1975

INTRODUCTION

This report contains detailed information about the activities of the Continuing Education Division at the Sir George Williams Campus for the academic year 1974 - 1975. This report is the last annual report for the Sir George Williams Campus, Continuing Education Division. Effective June 1, 1975, both campuses have merged into one Centre for Continuing Education at Concordia University. The Director for the Centre is Mr. Doug Potvin. This report, therefore, covers twelve months of the development of programs, courses and other services in answer to the Continuing Education responsibilities of the University.

A major Continuing Education function has been the conduct of off-campus University credit courses. These have ranged far afield - to the Gaspé, Cowansville, as well as to various Lakeshore and North Island communities and various community centres within the Montreal area. Seeking primarily to meet the defined needs of various groups for University-level instruction, they have also served to arouse interest in later enrolment on campus. The success of this activity has led us to extend our efforts to the provision, on campus, of courses that could not be fitted into the regular timetable. Such additional flexibility has met the needs of considerable numbers of students and also provided valuable support for longer term recruitment.

Both credit and non-credit courses have been offered through the Music Section of Continuing Education in conjunction with the Department of Fine Arts. Instruction in the private study programs rose 25% during the year and attendance at the Concerts given through the Music Section were full to capacity.

Non-credit courses have been offered and developed to meet student needs not covered in the regular offerings of the University. Some of these have also filled another Continuing Education purpose, the testing of the appeal and validity of potential credit courses. This was the case with our non-credit Journalism Program. Due to its success, the Faculty of Arts decided to develop for September, 1975, a joint major component in Journalism at the Sir George Williams Campus. However, the Continuing Education offerings in the area of Communications, will be maintained. The Hospitality Management Program which was first offered in September, 1974, has proved to be a very successful program. Enrolment for the Program during this academic year was 386. The considerable interest shown in the Hospitality Management Program indicates the need we are fulfilling in the community for training within this particular field.

Our English as a Second Language (E.S.L.) Program has had a very successful year. Offered in conjunction with the Centre for the Teaching of English as a Second Language, an expanded program of intensive English instruction was offered in the fall, winter and summer terms. This program meets the needs of students and adults who wish to improve their proficiency in the language for professional, social or academic purposes.

I believe that during this past academic year Continuing Education effectively met the mandate assigned to it by the University. We could not have done this without the assistance of the Officers, Deans, Department Chairmen, and members of faculty who co-operated with us in so many ways. I would like to express our thanks for their sustained interest and support.

JAMES R. McBRIDE
Associate Vice-Rector, Academic

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I

REPORT OF THE CO-ORDINATOR OF TEACHER TRAINING AND CERTIFICATIONIntroduction

This is the second report of the Co-Ordinator of Teacher Training and Certification. The job description has expanded over the last year to include the organization and administration of off-campus University credit courses. In addition to the latter, the duties for the position include: developing 'perfectionnement' and other programs and courses for teachers in consultation with the School Boards and Teachers' Associations; assisting individual teachers to plan academic programs with regard to classification; making presentation to the Program Approval Branch of the Ministry of Education for new programs developed by the University.

The work of the Co-Ordinator for 1974 - 1975 can be divided into four general areas: (1) liaison with Government departments; (2) assistance to University departments in developing new programs and maintaining existing programs; (3) liaison with School Boards and with teachers and their organizations; (4) the organization and administration of the off-campus University credit operation. The Co-Ordinator has also operated a successful non-credit workshop for teachers of French, as well as taught Education N453 (Education in Quebec) in the Evening Division this past year.

Liaison with Government Departments

The Co-Ordinator has maintained regular contact with the following departments of the Ministry of Education: Probation; Teacher Certification; Program Approval; Classification.

The University's entrance into Teacher Training led to the need for detailed and extensive relations with the Ministry of Education.

A great deal of time has been spent in obtaining classification decisions for credit programs offered by the University. Notably, decisions were rendered for the new three-year Bachelor's Degree (SGWU), the INTESL Certificate (SGWU) and the Diploma in Institutional Administration (Concordia University). The University was also fortunate to receive recognition in the form of a "Brevet" issued by the Certification Department to the graduates of our Diploma in Instructional Technology, thus putting our program on an equal footing with McGill's.

Hopefully, the outstanding decisions for programs offered by our University will be finalized by the fall of 1975.

Assistance to University Departments

The assistance to University departments has continued. Many of the proposed programs enumerated in last year's report are in their final stages. When terminated, they will be submitted to the Program Approval Service of the Ministry of Education for official recognition as Perfectionnement Programs provided they are applicable to the teaching sector. Such programs must be related to a discipline taught in the public school system either at the secondary or the elementary levels.

New work was started in the fields of Bio-physical Education and Family Life Education. Unfortunately, the presentation for Bio-physical Education was refused by the Program Approval Branch because the Government felt there is not room for duplication in this area. McGill has the corner of the market at the present time. The material for Family Life Education does not fall under the direction of the Ministry of Education and, therefore, has not been presented for Government approval. The Ministry of Social Affairs does not seem to be concerned at the present time with approval of various programs for professionals working in the field.

As usual, much assistance has been offered in the interpretation of documents emanating from the Ministry of Education and in the preparation of student files for purposes of Certification. This past year an attempt was made to transfer some of the responsibility for the clerical work for certification to the Records Office from the specific departments concerned. This has not been a total success and there are many problems yet to be ironed out.

Liaison with School Boards, Teachers and Teacher Organizations

Most of the contacts with Schools Boards and Teachers' Associations have related to the problems of teacher reclassification. Some meetings, however, have been solely arranged for purposes of consultation on proposed programs for teachers.

The individual counselling, both within and outside the University, has continued to be a major activity. Most of the problems relate to difficulties of Teacher Classification or Certification. However, there is an increasing number of questions being raised on difficulties arising from our own bureaucracy.

The Co-Ordinator of Teacher Training and Certification has been called upon to participate as a regular member of the

following committees: The Education Sub-Committee of the University Curriculum Co-Ordinating Committee; The Lakeshore-Baldwin Cartier Committee of Continuing Education and Recreation Directors; The Teacher Education and Certification Committee of the Provincial Association of Protestant Teachers and the Provincial Association of Catholic Teachers; The Board of Directors of the Quebec Council of Parent Participation Pre-Schools; The Comité de formation personnelle, familial, civique et économique of the Ministry of Education and the Association of Family Life Educators of Quebec.

Off-Campus University Credit Programs

Forty-four University credit courses, mostly selected from the Faculty of Arts, were offered off-campus this past year. These were broken down into eighteen three-credit courses and twenty-six six-credit courses. Several of the courses were started part way through the year in a response to a massive declassification of teachers that commenced during the months of October and November. This gave a total of 950 enrolments which was approximately 350 more than last year.

During the month of June, a four-day non-credit workshop for Teachers of French using the 'Ici on Parle Français' method was held. There were 232 students enrolled at a fee of \$45.00 each. The approximate revenue over expenditure for this endeavour was \$7,500.00. This was the first major activity of Continuing Education using the professional days in June for Teachers. Hopefully, such programs can be administered on a continual basis.

For a complete breakdown of specific courses, locations and numbers of students for off-campus University credit courses, please see the following pages.

OFF-CAMPUS CREDIT COURSES: SUMMER 1974

The following courses were offered during the summer of 1974.

<u>COURSE</u>	<u>LOCATION</u>	<u>ENROLMENT</u>
Math N300/1	S.G.W. Campus	22
Math N309/1	S.G.W. Campus	15
Math N307/1	S.G.W. Campus	15
Geography N271/1	Gaspé	9
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TOTAL STUDENTS ENROLLED		61

III

OFF-CAMPUS CREDIT COURSES: WINTER 1974 - 1975

On the basis of past experience, it was decided to concentrate our efforts for credit courses in areas or at locations likely to provide a sufficient population to support a number of course offerings. These were:

1. Lakeshore Regional School Board
2. North Island Regional School Board
3. Saidye Bronfman Centre

With other organizations or school boards, individual courses were offered on demand or under a contract arrangement. The two approaches seemed to meet the needs of all concerned.

<u>COURSE</u>	<u>LOCATION</u>	<u>ENROLMENT</u>
Accountancy N213/2 ZA	Lakeshore	27
" N214/4 ZA	"	22
Anthropology N211/3 ZA	Lakeshore	19
Applied Social Science N351/4 ZA	Lakeshore	29
Art N240/3 ZA	Saidye Bronfman	46
" N251/3 ZA	Lakeshore	24
" N251/3 ZB	NIRSB	12
Education N497/2 ZA	Lakeshore	30
English N226/3 ZA	Saidye Bronfman	21
" N337/3 ZA	" "	22
" N244/3 ZA	Lakeshore	22
" N344/3 ZA	NIRSB	19
" N231/2 ZA	Gaspé	25
" N232/4 ZA	Gaspé	23
French N211/3 ZB	Lakeshore	16
Humanities N216/4 ZA	Educational Resource Centre	11
Interdisciplinary Studies		
" N241/2 ZB	Saidye Bronfman	49
" N242/4 ZB	" "	47
" N241/2 ZA	NIRSB	31
" N242/4 ZA	"	30

OFF-CAMPUS CREDIT COURSES: WINTER 1974 - 1975 (cont'd)

<u>COURSE</u>	<u>LOCATION</u>	<u>ENROLMENT</u>
Management N213/2 ZA	Lakeshore	25
" N214/4 ZA	"	16
Mathematics N300/3 ZA	Lakeshore	21
" N301/3 ZA	"	12
" N300/3 ZE	LaSalle High School	29
" N301/3 ZC	" " "	22
" N300/3 ZF	" " "	25
" N302/4 ZA	" " "	26
" N300/3 ZG	Laurentian School Board	13
" N301/4 ZE	Quebec City	7
" N301/4 ZF	Thetford Mines	3
" N301/4 ZG	Arvida	13
Music N421/3 ZA	NIRSB	16
" N421/3 ZB	Lennoxville	20
Political Science N321/3 ZA	Lakeshore	14
Psychology N211/3 ZA	Lakeshore	29
" N211/3 ZB	Cowansville	19
Religion N328/4 ZA	Shaar Hashomayim Synagogue	13
" N493/4 ZA	Educational Resource Centre	11
Sociology N420/3 ZA	Lakeshore	19
" N433/3 ZA	Cowansville	15
T.E.S.L. N223/4	St. Jean	14
" N223/4	Ormstown	25

		<u>ENROLMENTS</u>	932
COURSES:	30		

Sections:	43
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Half:	17
Full:	26

Graduate:

Educational Technology N523/4 ZA - Pierrefonds Comprehensive High School-	18
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<u>TOTAL ENROLMENTS</u>	950
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IV

ON-CAMPUS "OVERFLOW" CREDIT COURSES

In order to meet the demands of independent students during the Fall registration period of 1974 - 1975, "overflow" courses were offered through Continuing Education. The courses offered were: two English courses, two Economics courses, two Spanish courses and one French course.

The courses and enrolments

English 132/2, Section UM	22
English 132/4, Section UM	26
Spanish N201/2, Section UB	35
Spanish N202/4, Section UB	22
Economics N209/2, Section ZM	13
Economics N210/4, Section ZM	37
French N211/3, Section UA	14
<u>ENROLMENTS:</u>	<u>169</u>

V

TRIP TO EAST ASIA - WINTER 1975

This year, the History Department in conjunction with Continuing Education, offered an intensive course which included a three-week journey through East Asia. This was offered either on a credit or non-credit basis. Entitled "East Asia: Past and Present", the course was directed and taught by two East Asian specialists, Professor Martin Singer, of Concordia (SGW Campus) and Professor Paul Ropp, of McGill.

The course was filled to capacity - 39 students - and through feedback received from the students, it was indeed a tremendous success.

The students who enrolled in the course varied greatly in age and educational background, and the following information will give one a better idea as to the personal data of the students:

D A T A

AGE:	Youngest student in early 20's Oldest student in mid-70's
SEX:	Thirty women Nine men
EDUCATION:	Two-thirds - former SGW or Loyola students One-third - new students
CREDIT:	Thirty-five were credit students
OR	
NON-CREDIT:	Four were non-credit students

This was the first overseas course offered through Continuing Education (SGW Campus) and the success of the course, will no doubt encourage further overseas courses in the future.

REPORT OF THE DIRECTOR OF CONTINUING EDUCATION IN BUSINESS AND ADMINISTRATION

This section of the report covers those courses and programs for which the Director for Continuing Education in Business and Administration is responsible.

1. Complete Computer Electronics

This program, now in its third year of operation, is offered in co-operation with the Physics Department and the National Radio Institute. Students make use of self-study material published by the National Radio Institute of Washington, but carry out associated experimental work on kits permanently set up in the Physics Labs. The program is of particular interest to students who are unable to attend lectures on a regular basis since it may be taken up and pursued at any time during the academic year. During the 1974-75 year, three students successfully completed Sections A and B of the Program and were granted a Certificate.

2. Non-Credit Business Courses

Courses in this series were formerly offered by the Faculty of Commerce and Administration to meet the needs of specific groups in industry. Since 1972, they have been administered by the Continuing Education Division on behalf of the Faculty. In May 1974, the Dean of the Faculty of Commerce and Administration agreed that Continuing Education should assume responsibility for course selection and content as well as administration. Courses are intended for mature individuals in industry and commerce who require training in a specific field. During 1974-75, a course in travel agency practices was successfully inaugurated. This course will be expanded into a program for 1975-76. A new Certificate in Management program is also planned. It will commence in October, 1975.

3. Executive Development Seminars

Seminars in this series are offered from time to time throughout the year. Scheduled for one, two or three days, they are generally intended for more senior personnel in the business community. They offer either intensive training in a specific skill or in-depth examination of a current problem. Four seminars were offered during the year, but registration justified holding only two of them:

Women -Introduction to Supervisory Skills
and Techniques (3 days)

The Executive Secretary (2 days)

A third one-day seminar dealing with Condominiums was attempted in May in co-operation with Seneca College of Toronto and the Faculty of Commerce and Administration. Registration, however, was seriously affected by a mail strike; consequently the seminar had to be cancelled.

Competition in the area of business seminars is very brisk. An ever-increasing number of universities and private organizations are entering the field. The Continuing Education Division has been approached by Penton Learning Systems, Inc. of New York, who specialize in organizing and marketing business seminars with a number of American Universities of high repute. It is planned to offer some seminars in co-operation with Penton Learning Systems during the 1975-76 academic year.

4. Small-Group Special-Interest Courses

This series was inaugurated during the 1973-74 year. Courses in the series are intended for individuals who wish to develop a skill or further an interest. Each course consists of eight two-hour sessions given in seminar style. No examinations are held. During the Fall and Winter terms only one course in this series was offered (twice):

Organizing and Managing a Small Business
(October and February)

It is intended to offer the above course, together with other new selections, again in the future.

5. Hospitality Management Program

Courses in this new non-credit program to train individuals for management positions in the hotel and restaurant industry were offered for the first time in September, 1974. The program was planned in close co-operation with leading people in the industry so that its content would satisfy the real needs of the hotel, restaurant, or institutional manager. A total of 13 courses will be available. In order to obtain a certificate, students must successfully complete seven compulsory courses and three electives. We have good expectations that this new program will be well received.

Five courses were offered in September, five in January and three more in a summer term, commencing early in May. Approximately 100 students took the various courses leading towards the Certificate in Hospitality Management. The considerable interest and long-term involvement of students in this Program suggests the definite need for this type of training in the Montreal area.

<u>Business and Administration Courses</u>	<u>Enrolment</u>
Complete Computer Electronics	20 (new students)
Non-Credit Business Courses	35
Executive Development Seminars	35
Small Group Special Interest Courses	60
Hospitality Management Program	386 (course registration)
Total	536

VII

MUSIC PROGRAMME 1974-75

A full-time coordinator of music programmes was appointed and took up her post as of August 1, 1974. Areas of responsibility include coordination with the Music Section of the Department of Fine Arts in developing and administering the credit private study programmes and acting as an experimental feed-in programme to the Music Section; devising new non-credit classes and overseeing non-credit private study for the Montreal community; setting up a concert series open to the university and community; setting up and overseeing the operation of new premises at 2170 Bishop Street as well as older spaces at 2140 and 2150 Bishop Street; establishing an organization to solicit and accept donations of musical instruments and impedimenta; maintaining liaison with major professional Montreal musical organizations; and setting up a publicity department and mailing lists for proper promotion of the programme.

General and Physical Plant

The year's programmes were extremely successful, reflecting the availability of a full-time coordinator. Enrolments were up significantly and revenues almost doubled from the previous year. One major contribution to the programme was the acquisition of 2170 Bishop Street as a music building with its three offices and 10 classrooms/studios. This was in addition to the seven classrooms/studios at 2140 Bishop Street. The instrument building workshop at 2150 Bishop received additional space in the basement of 2140 Bishop Street.

Throughout the year, some new musical instruments were purchased and others acquired through donations; by the end of the fiscal year, there was a total of three grand pianos, four upright pianos, two violins, a mandolin, professional music stands, and studio equipment consisting of amplifiers, microphone snake and three speakers. Plans were also laid for construction of an acoustic baffling system in all classrooms/studios.

Liaison Work

Regarding the liaison with major Montreal musical organizations: the programme of open rehearsals with the Montreal Symphony Orchestra was dropped due to administrative and musical organizational problems within the Symphony; however, MSO musicians continued to form the backbone of the teaching staff. The programme with the Montreal Elgar Choir continued, offering credit opportunities for choir participation as well as an open

rehearsal on campus in early spring. Upon a request from the choir, a special Rudiments of Music course was set up to precede each evening's rehearsal which had twenty-one participants. Musica Camerata moved to new quarters downtown as the size of H-110 was inadequate for the size of audience.

Non-Credit Programmes

Non-credit classes for the year included a jazz workshop with jazz saxophonist Billy Robinson; two sessions of conducting with Ethel Stark, founder of the Montreal Women's Symphony; a session of Orchestration, Arranging and Composition for Studio with arranger-composer Art Phillips; and flamenco dance and guitar with Suzana and Chuck Keyser of Ballet Iberia (Spain). Basic theory classes with staff instructors ran throughout the year, as did the instrument-building programmes. During the year, part of the basement area of 2140 Bishop Street was set up as a workshop for building guitars or dulcimers on a six-student class basis. This allowed master builder Wolfgang Kater additional free time to work with individual projects - spinets, lutes, harpsichords, etc., at the general workshop at 2150 Bishop Street.

Private Study Programmes

Encompassing both credit and non-credit private study on all instruments, enrolment rose 25% during the year with four times as many students involved in credit as in non-credit lessons. The programme continues to involve teachers of the highest quality from MSO and studio musicians as well as independent teachers.

Concerts

Concerts for the year included the Percussion Ensemble of the SMCQ in September, Consortium Montreal in November, AVASIX performing Stimmung in January, an open rehearsal by the Elgar Choir in March, two jazz concerts in April (see following page) and a Metamusic concert in May (part of the Week of New Music Concerts). All were free to students and the Montreal community except for the November concert, for which a small fee was charged. A regular series of faculty and student concerts was organized by Wolfgang Bottenberg of the Music Section in conjunction with Continuing Education Music concerts.

Jazz Concerts

In association with the Music Performance Trust Fund of the Montreal Musicians' Guild and CBC, Continuing Education Music presented two evenings of Montreal jazz performers in concert. Music coordination was done by Nighthawk, jazz columnist of THE GAZETTE. CBC taped both evenings (15 groups) and did an hour broadcast on both AM and FM three weeks later. Audiences for the two evenings totalled 2000, jamming the mezzanine of the Hall Building, where an improvised stage was set up. Extensive donations of equipment and time by professional engineers ensured the quality of the sound and mixing.

Enrolment Data

Non-credit classes	183
Private Study	213
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	396

Concerts

SMCQ	250
Consortium Montreal	150
AVASIX	300
Elgar Choir Open Rehearsal	100
Metamusic	100
Jazz Concerts (two evenings)	2000

NON-CREDIT COURSES: WINTER 1974 - 1975Cinema

This year one theory course was offered in conjunction with the Conservatory of Cinematographic Arts.

Communications

Journalism, P.R., advertising and magazine graphics were taught under the one general heading. This program was fathered by Michael Sheldon and Malcolm Foster as a group of practical courses using professional staff from the media and related areas. As mentioned in the introduction, the success of the program has led the Arts Faculty to develop a joint-major component in Journalism for 1975 - 1976.

English as a Second Language

This non-credit program is a direct result of the program run by the T.E.S.L. Centre during the summer of 1973. E.S.L. courses are now run all year round. It has proved very successful.

Spirit Of Photography

This course is offered with the co-operation of Gerry Blitstein, Director of the Nikon School. Involving outside professionals in a practically oriented format, it has proved very successful.

Black and White Photography

A darkroom course taught by Winston Cross. Classes filled to capacity.

Heritage Action

An exploration of the problems and possibilities of heritage in the built environment, based on actual cases, lectured by Michael Fish, Architect. This course proved to be quite successful in its first year.

Crafts

This course was offered in conjunction with the Department of Fine Arts.

NON-CREDIT COURSES 1974 - 1975

Black and White Photography (2nd term)	14
Black and White Photography (1st term)	13
Spirit of Photography (2nd term)	51
Spirit of Photography (1st term)	59
Heritage Action (2nd term)	23
Heritage Action (1st term)	24
Crafts (1st term)	15
Cinema (Surrealism & the Fantastic in Cinema)	21
Communications (2nd term)	101
Communications (1st term)	118
English as a Second Language (Summer May '75)	57
English as a Second Language (2nd term)	93
English as a Second Language (1st term)	115
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TOTAL:	704 students

NON-CREDIT SEMINARS (Other than those offered through Continuing Education, Business and Administration)

This year Continuing Education in conjunction with the relevant Departments offered three non-credit seminars. These were:-

1. In conjunction with the T.E.S.L. Centre, two special two-day seminars were offered entitled "English Language Teaching in a Francophone Context/L'Enseignement de la Langue Anglaise dans un Contexte Francophone". Dr. P.D. Strevens of Britain lectured. These two-day seminars were attended to the full student capacity.
2. In conjunction with the Department of Applied Social Science, a two day seminar was offered entitled "A Seminar for Professionals who are Teaching and Counselling in the Field of Human Sexuality". Dr. Haskell Coplin of Massachusetts and Mr. R. Nagge of Concordia were the seminar leaders. This seminar was well attended.
3. In conjunction with the Nikon Educational Services, a special one-day seminar was given by Bruce Davidson, a noted photographer.

ENROLMENTS:

T.E.S.L. Centre seminars	78
Applied Social Science seminar	28
Bruce Davidson Seminar	85